

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814

**April 4, 2001****ALL-COUNTY INFORMATION NOTICE NO. I-23-01****TO: ALL COUNTY WELFARE DIRECTORS****REASON FOR THIS TRANSMITTAL**

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

**SUBJECT: FORMS AND PUBLICATIONS IN ACCESSIBLE FORMATS**

The purpose of this All-County Information Notice is to notify your office of our ability to provide "accessible formats" for California Department of Social Services (CDSS) forms and publications. Accessible formats include camera ready large print, Braille, audiocassette, and floppy diskette. These formats are most frequently used by persons who are blind, visually impaired, or who have learning disabilities.

Under the Americans with Disabilities Act (ADA), State and local governments have a responsibility to make communications, both oral and written, accessible to employees, and the general public, including individuals with disabilities. As a local government agency, county welfare departments (CWDs) are required to be in compliance with these ADA requirements. To assist CWDs meet these requirements we are prepared to supply your office with CDSS forms or publications in accessible formats.

If you would like to request a CDSS state-issued form or publication in an accessible format, please contact CDSS, Forms Management, at (916) 657-1893, or by e-mail at [fmudss@dss.ca.gov](mailto:fmudss@dss.ca.gov). Attached is a GEN 1244 Camera-Ready Copy Request form that will be needed to submit the request.

We are taking this action in response to the growing number of Californians who are blind, visually impaired, or who have learning disabilities. We look forward to working with you and your staff to provide the best possible service.

Sincerely,

Original Document Signed By

TOM LEE, Chief  
Office of Services to the Blind

Attachment

CAMERA READY COPY REQUEST

REQUESTOR	COUNTY	TELEPHONE (       )
MAILING ADDRESS		

ALTERNATIVE METHOD  
☐ Large print    ☐ Audio cassette    ☐ Computer disk    ☐ Braille    ☐ Other\_\_\_\_\_

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